

# DRAFT

## Marion County Facilities Steering Committee Meeting

Courthouse Square, 555 Court Street NE  
Risk Education Center, Room 4232  
July 19, 2007

Members Present: Roy Deede, Jan Fritz, Gayle Horton, Patti Milne, Laurie Steele,  
Chuck Sybrandt, Jeff White, Mike Wilkerson

Support Staff Present: Bob Hutchinson, Cindy Johnson

Guests: John Lattimer, Chief Administrative Officer, Marion County  
John Strauch, Videographer from MVP Majestic Video & Photo

Minutes: Vickie Ivester

### Handouts

- Facilities Steering Committee Meeting Agenda for July 19, 2007
- Draft Meeting Minutes for June 14, 2007
- Draft Directions for Center Street Campus Subcommittee
- Draft Directions for Aumsville Highway Campus Subcommittee
- Listing of Facilities Steering Committee Members and Support Staff, Center Street Campus Subcommittee Members and Support Staff, and Aumsville Highway Campus Subcommittee Members and Support Staff

Gayle Horton requested that each member review the member list and provide Vickie Ivester with any additional names, affiliations, phone numbers or suggested revisions.

### Introductions

Gayle introduced John Strauch, videographer from MVP Majestic Video & Photo. Mr. Strauch is filming the site locations for the Facilities Video Tour.

### Approve Minutes

The draft meeting minutes for June 14, 2007, were approved by general consensus.

### Review Instructions to Subcommittees

Directions for Center Street Campus Subcommittee: It was clarified that this subcommittee have two staff members serve on the Facilities Steering Committee; one from Health and one from Juvenile. Roy Deede noted that he was not sure if they had the skill set available to determine project timing or cost estimates. If they do need to come up with timing and cost estimates, they may need assistance from facilities or an outside contractor. The committee agreed that we are looking for ballpark estimates. Roy asked for clarification on the Risk and Liabilities section.

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Gayle indicated that the risks could be associated with our ability to provide service to the community, service adjacency issues, or possible liabilities in not delivering those services. Each option may have different risks involved, and there would also be risks and liabilities if new facilities were not constructed.

Directions for Aumsville Highway Campus Subcommittee: Mike Wilkerson had similar concerns about qualifications to give cost estimates, and noted that the Master Plan estimates seemed conservative. Since the Aumsville campus included more than one project, the subcommittee may want to rank their projects or recommend the use of phases. Mike recommended contacting contractors who would know the going rate per square foot and other factors to consider. Mike noted that the “directions” document for Aumsville did not include “Suggested Funding Options” in the written report elements list – that will be corrected on the final copy. Also, the due date for the subcommittee’s final report will be changed from Sunday, September 30 to Monday, October 1, 2007.

Both documents with the subcommittee directions were approved as corrected. The group briefly discussed how the committee and subcommittee meetings would fit into the Public Meetings Law. Gayle gave Roy and Mike each a copy of “A Quick Reference Guide to Oregon’s Public Meetings Law” booklet. The subcommittees may utilize local bulletin boards to post upcoming meetings. In the next few weeks, Business Services plans to create an Internet site to post meeting dates, agendas, and minutes. The steering committee will be advertised by media faxes and posted in the Courthouse Square first floor lobby.

## Updates from Subcommittees

- Aumsville Highway Campus:

Mike Wilkerson reported that the first subcommittee meeting was held on July 9, 2007. The focus was to give a basic understanding of what the county was doing, allow the subcommittee members to get to know each other, review the consultants’ recommendations and give a history of the campus. A tour of the campus and jail facilities was made available. Chris Hoy also visited a neighborhood association. A second subcommittee meeting will be scheduled toward the end of July or first of August.

- Center Street Campus:

Roy Deede reported that the first subcommittee meeting was held on July 16, 2007. Roy has spoken with Steve Larson, and he may join the subcommittee. The next meeting is scheduled for August 13.

The group came up with some questions to ask the steering committee. It was felt that the October 1 date for the final report was too short to get recommendations to the steering committee, due to staff changes and moves.

The subcommittee members wondered if there would be an opportunity to meet with the consultants, or if the Center Street campus supervisors and staff would need to make cost estimates themselves. They asked if the consultants allowed for ADA requirements in future projections; Gayle believed that they had. They also felt that Health currently does not have

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adequate rest room facilities and wondered if that should be included. Though architects have a standard that is followed for “building support areas”, the subcommittee could make a case for why they would need more restrooms than the standard in a Health building. Chuck felt there was not enough storage planned in the final report. There is also a need for a large area where staff can gather or use for training.

John Lattimer confirmed with Roy Deede and Chuck Sybrandt that Health and Juvenile were working together as a Center Street campus.

## Steering Committee Positions

Roy asked if a Steering Committee member was unable to attend a meeting, could they designate another person to come to the meeting. It was determined that alternate committee members can be designated.

Laurie Steele and Commissioner Milne have identified three people in the community they would like to invite to serve on the Steering Committee: 1) Chris Lord, currently a broker with Prudential Real Estate and retired from Marion County Assessor’s Office after 30 years of service; 2) Kelley White, who has 5 years real estate experience and has previous government banking experience; and Ray Clore, a SEDCOR retention specialist, who could contribute a good feel for economic development in the community.

The Steering Committee members thought that all of these people would be a good addition to the committee.

## Facilities Video Tour & Discussion

Gayle felt there were good recommendations from the last committee meeting, especially the recommendation to start with identifying the building, showing the needs, and not focusing on storage areas. Roy agreed it would be good to have a beginning summary, talk about the issues, and find a way to incorporate people in the video to show cramped conditions.

John Lattimer brought up the challenge of how we could show bad windows on the video. Gayle suggested that we could show the windows and use a voice overlay to talk about the problems. Other issues to consider will be HIPAA regulations, the original design for services, the current need for confidentiality, the poorly functioning HVAC system and single-paned windows.

The committee members discussed the issue of the video’s audience and its purpose. It was suggested that the video may need to be a long-term project, and that the work of the subcommittees should almost be completed before the video is finalized. The committee thought that we probably would need more than one video, maybe one video for each subcommittee, especially if we were going out for funding.

The committee felt that we would need to have the key issues decided before making the video. The members also felt that the emphasis needs to be on the service delivery, not about the impact on staff. The video should show the recommendations from the Steering Committee and

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subcommittees, building on the consultants' report. Laurie Steele and Commissioner Milne will work together on the public relations effort.

John Lattimer commented that, without a strategic report in place, Capitol Improvement Projects become ad hoc projects. Other considerations are what services are needed, how will the service needs be met and how to deal with population changes. Current buildings are not adequate for the needs. It is important to look at how we manage facilities and that we have a plan (vision) for the future. We need to look at where we are, where we need to be, and how to get there. Commissioner Milne said that the Health move from Front Street to Lancaster was a good example of having no plan, funds not set aside, and departments planning separately.

When talking about existing staff needs and facilities, Laurie Steele asked if we should think about offering services at satellite locations? Commissioner Milne brought up this issue before and the members agreed that it needed to be included when looking at our long-range plan. The committee is primarily focusing on two campuses, but the problems can't be solved without including all locations.

John Lattimer commented that the county has not set up an adequate way to manage leased properties. The committee agreed that there could be efficiencies in combining with the city or other partners. For example, instead of having OSU Extension in the Health building, maybe they could share facilities with Soil & Water Conservation District and combine agricultural divisions in the county. They wondered how other cities are doing their space planning and if we should also involve them.

Laurie questioned whether the Steering Committee should focus only on the Center Street and Aumsville Highway subcommittees or if we should also consider all properties, including the satellite offices. Gayle reminded the committee that we agreed to focus on our greatest needs for the next 5 years in order to meet the October deadline, but the Steering Committee will need to continue past that point.

The committee talked about whether we should form another subcommittee. Commissioner Milne recommended a committee to look at all county facilities and do brief evaluations (not as in-depth as the subcommittees). The Steering Committee discussed the space need changes for services at Courthouse Square and the need to address these issues. Technology changes may allow for more services provided through the Internet, which could influence the amount of space needed to provide those services.

Laurie recommended staff gather documentation on outlying locations and leases in preparation for the new subcommittee. Cindy Johnson indicated that most of the information is already available and could be gathered for the subcommittee. Jeff White will get the lease list from Caron Galvin-Price.

Suggested members for the new subcommittee are Laurie Steele, Gayle Horton, Commissioner Patti Milne, Jan Fritz, and Caron Galvin-Price. John Lattimer also suggested that Derek Godwin, OSU Extension, be included since he has an interest in what's going on at the Health Department. Jan Zyryanoff, North Marion Justice Court, may also want to be involved.

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Commissioner Milne indicated she will talk to Bill Burgess about the Clerk's Office's future needs. Roy has some information on leased Health Department satellite locations. Chuck has no leases for Juvenile. Cindy has a list of shared and leased facilities. Mike indicated that the Sheriff's Office occupies space that does not belong to the county, but it is not leased. He would like to have a representative from the Sheriff's Office on the third subcommittee.

## Action Items

- 1) Gayle Horton will send out the final directions for the Center Street and Aumsville campus subcommittees.
- 2) Discussion of the video tour will be tabled until we are farther along in the process.
- 3) Staff will collect information on outlying locations and leases.
- 4) A third subcommittee will be formed to look at off-campus sites (Off-Campus Sites Subcommittee). Laurie Steele was nominated to chair the subcommittee.
- 5) Laurie Steele and Commissioner Milne will extend an invitation to community members to serve on the Steering Committee.
- 6) Laurie Steele will be provided with additional consultant final reports and new member folders.

## Next Meeting

The next meeting will be September 13, 9:30-11:00 a.m. at the Risk Education Center, Courthouse Square. *(The August 9 meeting is cancelled.)*

Meeting adjourned. Minutes prepare by Vickie Ivester, Business Services Administration